

699 Civil Grid

Supersedes:	ADMINISTRATIVE INSTRUCTIONS MANUAL	Order Number:
AIM 424.2 (Rev)	MUTUAL SECURITY AGENCY	424.2 Revised
Sept. 15, 1949	Applicable to: General	Date Issued:
Date Effective:	Subject: Leave for Consultants &	April 10, 1952
April 15, 1952	Part-time Employees	

TRANSMITTAL SHEET

The attached temporary revision of AIM 424.2 is submitted for comment and is operative until such time as a permanent order is issued.

This instruction furnishes current information concerning leave for consultants and part-time employees and supersedes AIM 424.2 (Rev) September 15, 1949.

Comments should be submitted to the Washington Personnel Division not later than May 30, 1952. In Washington, Administrative Officers should submit comments for their divisions; MSA/E should comment for European Missions; and Far East Missions should comment direct.

DISTRIBUTION: AIM List

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(This temporary instruction is submitted for comment and is operative until such time as a permanent order is issued.)

#### I. Purpose

This order covers MSA policies and procedures, and regulatory information concerning annual and sick leave for WAE consultants and part-time employees.

#### II. Definitions

- A. A WAE employee ("When actually employed") is one who (a) performs service only when his services are required by the agency and (b) is paid only for actual service rendered.
- B. A "Regular Tour of Duty" consists of the officially prescribed days and hours within an administrative work week during which an employee is required regularly to be on duty.

#### III. Eligibility for Leave

Under the Annual and Sick Leave Act of 1951, WAE consultants and part-time employees earn leave only when the agency establishes in advance a regular tour of duty on one or more days in each administrative work week.

Note: The Comptroller General has ruled that unless a regular tour of duty is so prescribed, WAE consultants and part-time employees shall not earn annual or sick leave, even though they may work full-time for long periods.

#### IV. Policy

- A. It is the policy of MSA to establish a regular tour of duty for leave purposes for WAE consultants and part-time employees under the following circumstances:
  1. Full-time consultants - When a consultant is scheduled to work full-time, i.e., a minimum of five eight-hour days in each administrative work week.

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2. Part-time consultants and employees - When a part-time consultant or employee is scheduled (in advance) to work regularly on one or more specific days in each administrative work week, provided this is required by the nature of the work....(In no case will a regular tour of duty be established solely for the purpose of authorizing leave to an employee.)

Recommendations for regular tours of duty for part-time consultants and employees are subject to approval of the Director of Personnel and the Director of Administration.

- B. Part-time consultants and employees who perform services at irregular intervals, are not entitled to leave benefits.

V. Annual LeaveA. Leave Earned

WAE consultants and part-time employees for whom a regular tour of duty has been established, and who are continuously employed for 90 days or more under one or more appointments without a break in service, earn annual leave as follows:

<u>Service Requirement</u>	<u>Annual Leave Earned</u>
Employees with less than 3 years	1 hour for each 20 hrs. in a pay status
Employees with 3 but less than 15 years of service	1 hour for each 13 hrs. in a pay status
Employees with 15 years or more	1 hour for each 10 hrs. in a pay status

Note: AIM 424.1, Section XIII, provides methods of determining prior service. Procedures for maintaining a record of employee leave categories are given in AIM 340.1 (Revised), Section VII.

No annual leave may be credited or granted a WAE or part-time employee until he has completed the 90-day service requirement. At that time leave is credited retroactively.

Absence during the 90-day qualifying period should be charged to LWOP (unless the absence is for illness and the employee has sufficient sick leave).

Employees who serve less than 90 days earn no annual leave.

B. Accumulated Leave

WAE and part-time employees in the United States may accumulate not more than 480 hours leave at the end of the last complete bi-weekly pay period in the calendar year.

WAE and part-time American employees stationed abroad (other than Foreign Service employees) may accumulate up to 720 hours leave provided they were:

1. directly recruited or transferred from the United States.
2. employed locally, but (a) who were originally recruited from the United States and have been in substantially continuous employment by other Federal agencies, United States firms, interests, or organizations, international organizations in which the U.S. Government participates, or foreign governments, and whose conditions of employment provide for their return transportation to the United States; or (b) who were at the time of employment temporarily absent from the United States for purposes of travel or formal study and maintained residence in the United States during such temporary absence.

Note: In MSA at present this provision would affect only those consultants who transfer leave from a position under the same leave system. In such cases, it would, in effect, increase their leave ceilings from 60 to 90 days when the overseas appointment extends over to another leave year.

VI. Sick Leave

WAE and part-time employees earn 1 hour of sick leave for each 20 hours in a pay status, which may accumulate without limit.

VII. Leave Without Pay

Extended LWOP will generally not be granted in the case of a WAE consultant or part-time employee.

VIII. General

A. Advanced Leave

Advanced annual or sick leave will not be granted to WAE consultants or part-time employees.

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B. Computing Leave Credits

In determining annual and sick leave credits, disregard any hours in a pay status in excess of 80 in any pay period.

Inasmuch as WAE and part-time employees earn leave based on "hours in a pay status", holidays and non-workdays may not be counted in computing leave earnings, unless the employee performs service and receives pay for these days.

Do not credit fractional hours of leave. Carry over odd hours worked (up to 80) each pay period until they total 10, 13, or 20, as the case may be.

Example: A consultant (with 4 years prior service) earning 1 hour annual leave for each 13 hours in a pay status, who works 32 hours each pay period, will be credited at the end of the pay period with 2 hours annual leave (based on 26 hours in a pay status). The 6 odd hours will be carried over to the following pay period.

Inasmuch as the minimum credit of leave is 1 hour, any hours to an employee's credit (after dividing the total by 10, 13, or 20, as the case may be) at the time of separation will be dropped.

IX. Procedures for Establishing a Regular Tour of Duty

A. Division Responsibility

1. Full-time WAE Consultants - Requests for appointment (SF-52) submitted to Personnel will include the following statement under "Remarks": "Regular Tour of Duty. Employee scheduled to work a minimum of 5 days, 40 hours, each administrative work week."
2. Part-time Consultants and Employees - Requests for appointment submitted to Personnel will include under "Remarks" a statement indicating the specific tour of duty similar to the following and should be accompanied by a justification for the action:

*1/2*  
~~Regular Tour of Duty. Employee scheduled to work a minimum of \_\_\_\_\_ days on (insert specific days) // each week (or \_\_\_\_\_ hours on (insert specific days) // each work week). This employee's services are required in connection with a special radio program each week on the days specified."~~

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B. Personnel Division Responsibility

1. Full-time WAE Consultants - Personnel journals will state under "Remarks": "Regular Tour of Duty. Employee scheduled to work a minimum of 5 days, 40 hours, each administrative work week."
2. Part-time Consultants and Employees -
  - (a) Requests for appointment recommending a regular tour of duty will be submitted to the Director of Personnel and the Director of Administration for approval.
  - (b) Upon approval, the tour of duty approved on the Request for Appointment will be placed on the personnel journal.

X.

See Annual and Sick Leave Regulations for MSA Employees, AIM 424.1 (Revised) for information regarding Charging Leave, Approval of Leave, Excused Absences, Policy for Granting Accumulated and Accrued Leave, Application for Leave, Recording Leave, Disposition of Annual and Sick Leave upon Separation, and Transfer of Leave.

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